

**LOCKPORT TOWNSHIP WATER BOARD MEETING**  
**December 5, 2017**

Purpose of the meeting: Regular meeting of the Lockport Township Water Board.

Members Present:

David Cooper, Chairman  
Paul Miller, Board Member  
Mark Major, Lockport Township Rep  
Lorrie Witt, Board Member  
Wayne Timm, Board Member  
Scott King, Operator  
Pat Burke, McLellan and Strohm, Accountant  
Rhonda Wright, Secretary

Members Absent:

None

Call to order:

The December 5, 2017 meeting was called to order by Chairman David Cooper at 6:00 p.m.

Agenda Approval:

Paul made a motion to approve the agenda as presented. Wayne seconded the motion. All in favor, motion passed 4-0.

Meeting Minutes:

Paul made a motion to approve the minutes of the 11/5/2017 meeting. Wayne seconded the motion. All in favor, motion passed 4-0.

Accountant's report:

- A. Accounts Receivable: One property that is vacant has had the service shut off.
- B. Accounts Payable: The accounts payables are lower this month. Wolverine Electrical Contracting billing is for servicing the generator. Lorrie made a motion to pay the bills in the amount of \$9,468.66. Dave seconded the motion. All in favor, motion passed 5-0.
  1. Pat has received notice the certificate of deposit with Arbor Credit Union will mature on 12/18/2017. Dave made a motion to roll over the CD with Arbor Credit Union at the current rate and term. Mark seconded the motion. All in favor, motion passed 4-0.
  2. The quarterly billing cycle is approaching and Pat does need the laptop computer returned to her office to process the bills.
  3. Pat asked the board if someone would be willing to make the bank deposits as needed. Rhonda will start making the deposits beginning in January.
  4. Pat asked if a board member would be available to deliver shut off notices to the post office. Dave made a motion for Wayne to provide delivery to the post office and for a credit card to be obtained in his name. Paul seconded the motion. All in favor, motion passed 4-0.
  5. A property on Wilbur Road has water running to a barn but no meter has been installed nor any billing been done. He did pay the application fee. The house on the property has a well and is not currently on the water system. Scott shut off the water at the curb. Dave made a motion to charge the new meter fee of \$30.50 with the upcoming billing. Paul seconded the motion. All in favor, motion passed 5-0.
- C. Financial Statements: Pat Burke presented the financial statements.

Total Assets:	\$7,093,573.71
Total Liabilities:	\$82,225.03
Fund Balance:	\$7,011,348.68

Revenue is up, expenses are lower and water usage is lower year to date. Lorrie made a motion to accept the financial statements as presented. Paul seconded the motion. All in favor, motion passed 5-0.
- D. The total system operation hours were 95.50 and total wages were \$2,535.00.
- E. Correspondence was the normal monthly bills.

**Miss Dig Report:**

There were 19 Miss Dig tickets for November. Fifteen were marked and four were no conflict for a total of 19 operator hours.

**System Operator's report:**

- A. Scott continues to check the pumps daily, check the generators weekly, flush the end hydrants, collect water samples once a month, and complete the yearly monitoring samples.
- B. Scott and Dave completed repairs to four meters. They changed the MXU at a property located on Linda Dr. They need access to the inside of the property to complete repairs, however they have not been able to gain access. This property has had the same amount charged since 2015. A notice will be sent and a charge of \$500 will be charged until they have access.
- C. Nitrate levels were lower for the fourth quarter than previous samples tested this year.

**Old Business:** No old business to report.

**New Business:**

- A. According to the by-laws of the water department, a co-chair along with a treasurer and secretary should be appointed. Wayne made a motion to appoint Paul co-chair of the water department board. Dave seconded the motion. All in favor, motion passed 5-0. Mark made a motion to appoint Lorrie treasurer with Pat still preparing the financial reports. Paul seconded the motion. All in favor, motion passed 5-0. Rhonda will continue to be the secretary as a non-appointed position
- B. Three Rivers, Centreville and Constantine use a postcard for billing. Pat will check the software to see if this type of billing is available. Scott will provide a copy of Constantine's postcard for the additional disclosures providing customers with needed information.
- C. Wolverine Electrical Contracting completed inspections of the generator. They suggested a cold pack heater to heat the battery and oil filter along with pouring a new concrete pad since the generator sits in a low spot. The cold pack would cost \$395 and the new pad \$893. Amerigas has also suggested the propane tank have a new flex line installed and to move the tank ten feet. Lorrie made a motion to make upgrades to the generator as suggested. Dave seconded the motion. All in favor, motion passed 5-0.
- D. John from the DEQ will be at Pat's office on 12/14 and 12/15 to work on the asset management plan.
- E. The township planning commission is working on a new master plan and would like to have an engineer named in the plan. They would also like pricing to install a third well. Dave will talk with the planning commission to clarify exactly what they are requesting.
- F. Katelyn with the DEQ called Dave to confirm that the asset management plan does need to be completed. She has not provided a response to the master plan yet.
- G. Scott and Dave stopped at Rod Beckwith's home to discuss the previous billing inquiry. At this point, Rod is waiting to see the amount of the next billing cycle.

**Visitor's Comments:** No visitor comments.

**Adjournment:**

Wayne made a motion to adjourn the meeting at 6:58 p.m. Paul seconded the motion. All in favor, motion passed 5-0.

Respectfully Submitted,

/s/

Rhonda Wright  
Secretary

Minutes Approved 1-4-2018